

Senior Fund Administrator

January 2021

Trident Trust is a leading independent provider of corporate, trust and fund services to the financial services sector worldwide, employing over 900 staff across a global footprint that spans Africa, the Americas, Asia, the Caribbean, Europe and the Middle East. We are seeking talented professionals to join our thriving, award-winning, 80 person-strong Mauritius Office. Client focussed and service oriented, we only employ individuals who are professionally minded, committed and able to demonstrate good interpersonal skills.

The Role

The senior fund administrator duties include, but are not limited to, corporate secretarial functions, drafting and reviewing minutes and resolutions, reviewing and processing payments, undertaking regulators' periodic risk reviews, record keeping as well as coaching the junior administrator in relation to a portfolio of entities comprised of closed-end funds, investment holding companies, service companies, trusts and others. The senior fund administrator will work under the supervision of a team leader.

Duties

- Responsible for a portfolio of clients, acting as the direct point of contact
- Ensure all transactions pertaining to the management of clients' affairs are executed timely and efficiently
- Conduct and monitor closings for closed-end funds and/or admittance of investors
- Perform customer due diligence
- Prepare, when applicable, and review capital calls and/or drawdown notices, and have same approved by the board and/or GP
- Ensure that drawdown trackers are properly maintained and share registers are up to date
- Prepare, when applicable, and review written resolutions for the approval of transactions (including investments, restructuring, disposal of investment, etc.)
- Prepare, when applicable, and review board packs including attending board meetings (preparation of minutes and follow up on actions)
- Review payment instructions both manually and via internet banking
- Circulate quarterly management accounts and/or capital account statements to investors
- Assist the accounting team with the finalization and filing of annual audited financial statements

- Co-ordinate and resolve all fund-related issues
- Attend to client queries in a timely manner with a high service standard, ensuring ownership through to completion
- Proactively resolve client issues, escalating as required
- Build and maintain good relationships internally with juniors, peers and line manager
- Lead, coach, review and provide direction to junior fund staff in all areas of their work, including training subordinates
- Ensure that required information is uploaded and updated on the relevant internal systems
- Deal with enquiries by email and telephone, supplying information relating to fund portfolios
- Ensure KYC activities on new investors and directors are done
- Process dividend payments and other payment instructions
- Ensure compliance with anti-money laundering procedures
- Provide daily and effective input on time sheet or any time management system
- Attend client meetings with manager as and when required
- Review and approve client invoices as part of the billing process
- Ensure that necessary filings as per the legal and regulatory framework are made within the prescribed deadline
- Ensure compliance with internal systems, procedures and processes
- Any other duties that may from time to time be required, which are appropriate to the role and business requirements

Qualifications and Experience

- A degree in finance, economics, commerce, business administration or law and management, and a professional qualification (ACCA/ICSA/STEP) or equivalent
- Excellent knowledge of legal and regulatory framework, finance principles and reporting
- At least three (3) years' working experience in a similar position within a management company
- Highly motivated with the ability to work well individually using initiative, as well as in a team environment
- Good communication skills, both verbal and written

- A high level of accuracy and attention to detail
- Quick learner who can adapt to different work environments
- Ability to work under pressure
- Proficient in Microsoft Office tools and with information technology in general

Training

Not only will on-the-job training be provided, but Trident offers employees the opportunity to enhance their technical knowledge and experience by providing a Financial Assistance Policy that promotes further studies.

Remuneration

Salary commensurate with experience and qualifications.

Applications

Applications should include a full C.V. and will be treated in the strictest of confidence. Please submit applications to mauritius@tridenttrust.com.